

# REPORT TO CABINET

REPORT OF:     CORPORATE MANAGER – HUMAN RESOURCES &  
                          ORGANISATIONAL DEVELOPMENT

REPORT NO.     HR & OD 82

DATE: 7<sup>TH</sup> NOVEMBER 2005

<b>TITLE:</b>	<b>EQUALITY &amp; DIVERSITY MONITORING OF EMPLOYMENT MATTERS</b>
<b>FORWARD PLAN ITEM:</b>	Not Applicable
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	Not Applicable
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Not Applicable

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Cllr Mrs Frances Cartwright
<b>CORPORATE PRIORITY:</b>	Equalities and Diversity - Priority B
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Not Applicable
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> via the Local Democracy link.
<b>BACKGROUND PAPERS:</b>	Not applicable

## **SUMMARY**

1. This report gives the results of recent monitoring of employment activities in terms of gender, disability and ethnic origin.

## **RECOMMENDATION**

2. The Cabinet is asked to note the figures outlined in this report and to request of the Corporate Manager, HR & OD any further action the Cabinet feels is necessary to explain/improve the outcome of these employment issues in terms of equal outcome.

## **THE MONITORING PROCESS**

3. Upon recruitment to the Council every applicant is asked to complete an equalities monitoring form which is separated from the person's application immediately on receipt of the completed pack. The data offered by applicants is entered directly onto the HR administration database. Such information is not given to recruiters. For successful applicants this information then forms the basis of their personal record. Additionally that record is validated approximately once per annum when each employee is able to review their status in terms of disability. Equalities information is used for global monitoring purposes only.

## **SOME INITIAL COMMENTS**

4. Members will be aware that some workforce profile statistics are reflected in National Best Value Performance Indicators. Some relate to people from an ethnic minority background. For consistency sake I have utilised the definition provided by the Audit Commission in relation to BVPI's measuring ethnic minority representation. This definition does not include White European.
5. Utilising the Audit Commission definition for ethnic minority, the 2001 census suggests our local population to be 1.4% ethnic minority. I believe that that figure now understates the current position.
6. Where the Council is underrepresented by particular groups it has a responsibility to take positive action in order to redress such imbalance. A clear distinction must be understood and made between positive action and positive discrimination, the latter being illegal. Positive action means that where a group is under represented (e.g. women amongst the top 5% of earners) the Council needs to encourage the under represented group to make application for such posts and actively dispel any perception that, in this example, women are less likely to succeed in senior roles than men. Similarly, in the case of people with a disability, the Council needs to ensure that applicants with a disability feel certain that their application will be treated fairly and that, if appointed, relevant adjustments to the workplace will be made without difficulty. It is important to note that this is a positive responsibility of the Council in order that it can dispel sometime very subtle and unconscious messages it may give out to potential applicants. At the end of any selection

process of course the person most suited to the job should be the one appointed.

## **RESULTS OF MONITORING**

### **Workforce Profile (October 2005)**

	<b><u>Part-Time</u></b>	<b><u>Full-Time</u></b>	<b>Total</b>	<b>Top 5% of earners</b>
<b>Women</b>	<b>193</b>	<b>205</b>	<b>398</b>	<b>9 (22%)</b>
<b>Men</b>	<b>66</b>	<b>279</b>	<b>345</b>	<b>32 (78%)</b>
<b>Total</b>	<b>260</b>	<b>444</b>	<b>743</b>	<b>41</b>

	<b><u>Part-Time</u></b>	<b><u>Full-Time</u></b>	<b>Total</b>	<b>Top 5% of earners</b>
People from Ethnic Minorities	<b>1</b>	<b>5</b>	<b>6 (0.8%)</b>	<b>0</b>
People With a Disability	<b>12</b>	<b>38</b>	<b>50 (6.7%)</b>	<b>5 (12%)</b>

Local Economy estimate	Other minority	<b>1.4%</b>
	People with a disability	<b>11%*</b>

\* % of total people of working age.

- Members will note that women and people from an ethnic minority are under represented amongst the top 5% of earners. When such jobs are advertised positive statements regarding applicants from women and those from an ethnic minority background are made and in addition some advertising is undertaken in media which might be particularly relevant to those from an ethnic minority background. More than anything else such actions convey a message that the Council is serious about seeking diversity.

### **Recruitment**

**1 April 2004 to 31 March 2005**

	<b>MALE</b>	<b>FEMALE</b>	<b>BRITISH</b>	<b>ETHNIC MINORITY</b>	<b>DISABLED</b>	<b>ABLE-BODIED</b>
<b>APPLICANTS</b>	<b>44%</b>	<b>56%</b>	<b>98%</b>	<b>2%</b>	<b>3%</b>	<b>97%</b>
<b>APPOINTEES</b>	<b>27%</b>	<b>73%</b>	<b>98%</b>	<b>2%</b>	<b>3%</b>	<b>97%</b>

1 April 2005 – 30 September 2005

	MALE	FEMALE	BRITISH	ETHNIC MINORITY	DISABLED	ABLE- BODIED
APPLICANTS	37%	63%	96.5%	3.5%	4%	96%
APPOINTEES	32%	68%	100%	0%	5%	95%

8. It is notable that female applicants have a high success rate and I am examining why this might be so.
9. In the current half year ethnic minority applicants have not been successful. Given the low numbers involved this may not be statistically significant nevertheless I am also giving that further examination.

**Access to Appraisal**

All	32%
People with a disability	40%
People from ethnic minority	50%

10. The greatest concern is the fact that only 32% of employees have a recorded appraisal in the last 12 months. As I write, we are receiving completed documentation "en bloc" which should push the figure nearer 50%.

**CHRIS SHARP  
CORPORATE MANAGER  
HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT**